

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

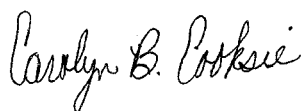
**Notice FLP-403**

1910-B, 1910-C

**For:** State and County Offices

**FY 2006 Farm Loan Programs (FLP) Credit Reports**

**Approved by:** Deputy Administrator, Farm Loan Programs



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**1 Overview**

**A Background**

In previous FY's, the National Office has used Dun and Bradstreet (D&B) Information Services as the single source in providing commercial credit reports on FLP applicants and borrowers. State Offices are delegated the responsibility for procuring commercial credit reporting services for FY 2006 to ensure the vendors and products that best fit the needs of each State are selected.

**B Purpose**

This notice:

- delegates responsibility for obtaining commercial credit report services to State Offices
- provides guidance on obtaining credit reports.

**C Contact**

Direct any questions about this notice to Ann Smith, LMD, at 202-720-1656.

Disposal Date	Distribution
October 1, 2006	State Offices; State Offices relay to County Offices

## 2 Responsibilities

### A Farm Loan Manager (FLM) Responsibilities

FLM will determine whether a commercial credit report is required. If FLM can make a loan determination based on information on an applicant's individual or joint report, a commercial credit report is **not** required.

If FLM determines that a commercial credit report is needed, the actual fee for the report will be collected from the applicant and a request to order a commercial credit report will be processed according to the State's supplement on ordering commercial credit reports.

FLM shall follow State Office supplements when ordering and charging fees for credit reports.

### B State Office Responsibilities

State Offices will:

- select approved vendors from GSA Schedule 520, "Financial and Business Solutions," Item 520-16, "Business Information Services"

**Note:** GSA Schedule 520 can be found on the GSA website at <http://www.fss.gsa.gov>.

Select the following:

- Schedules e-Library under "E-Tools"
  - Schedules e-Library link on the information page displayed
  - 520 from the drop down menu under "Go to Federal Supply Schedule."
- select vendors for commercial credit reporting services for FY 2006
  - follow guidance in Notice AS-2093 or any subsequent notice on this issue for Program Loan Cost Expense items

**2 Responsibilities (Continued)**

**B State Office Responsibilities (Continued)**

- prepare BPA for in-file credit reporting services for a period not to exceed 3 months from issuance of this notice
- prepare BPA for mortgage reporting services if the State wishes to have the option of obtaining mortgage reports and in-file reports for applicants
- amend fees to reflect the actual cost for in-file and mortgage reports.

**C SED Responsibility**

SED will issue State supplements providing additional guidance such as, vendor selection, use of vendors, and fees.

**Note:** State supplements must be issued and approved according to 1-AS, paragraphs 216 and 220.

**D National Office Responsibilities**

DAFLP is setting up the Farm Business Plan's (FBP) credit reporting component to allow FLP officials to obtain in-file individual and joint credit reports through FBP. Additional information will be provided in a separate notice.